Terms and Conditions of Research Consultation with South Carolina Confederate Relic Room and Military Museum's Collections

To assist those seeking information from the South Carolina Confederate Relic Room and Military Museum, the curatorial staff will provide access to artifacts in collections for legitimate research purposes by historians, researchers, and the general public so long as access does not threaten or endanger the collection object(s). The Registrar will control and provide access to the collection, evaluating each request individually. Access will be based on the museum's primary responsibility for the preservation of the collection, legitimacy of the request, and the practicality of scheduling access. *Please make all appointments directly with the curatorial staff*, 803-737-8020 (objects), 803-737-8092 (archives).

Reproduction Rights: Permission must be obtained to reproduce and/or publish images of any object, document, or image from the collections and/or archives of the South Carolina Confederate Relic Room and Military Museum. *Signing this form does not constitute permission to publish or reproduce images from the collection or collection artifacts.*Permission to publish or reproduce must be applied for separately and constitutes one time use only.

The South Carolina Confederate Relic Room reserves the right to limit access to any photography of its collections. Fees may be waived for those doing original scholarly research, but anyone given permission to photograph collection items may be asked to provide the museum a copy of the photograph free of charge. The use of personal scanners or cameras is not allowed in archives. Some archival collections may be closed to digital copying.

Anyone reproducing and or publishing photographs of collections items for commercial purposes must have special permission and will be charged. This includes, but may not be limited to, posters, prints, postcards, note cards, advertising, promotional contexts, or artifacts used as integral parts of commercial products. *This includes reproducing artifacts from the museum's collections for profit.*

Required Credit Line: The South Carolina Confederate Relic Room and Military Museum, Columbia, SC.

Notice Regarding Copyright Restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Archives are authorized, under certain conditions specified by law, to furnish a photocopy or other reproduction. One of the specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement. The applicant assumes all responsibility for questions of copyright that may arise in copying and in the use made of reproductions. No copyrighted material will be reproduced beyond recognized "fair use" without the signed authorization of the copyright owner. This institution reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve violation of copyright law.

By signing this form you agree not to use the image for any additional purposes other than those specified to museum on signed forms, unless additional written permission is obtained from museum. Also, you agree not to duplicate, transfer or manipulate image and not remove any watermark or embedded credit line.

agree to the above terms and conditions. Date:			
Name (print):	Phone:		
Address:			
Email:		_	
Research Topic:		_	
Requested Copies:			
Museum Representative/Title:		Date	

SC Confederate Relic Room and Military Museum

General Fee Schedule

Copies: For each page copied, there will be a 35ϕ charge for members and a 40ϕ charge for non-members.

Digital Copy on CD/Electronic Transmission: There will be a \$5.00 charge per image (member) or \$10.00 charge per image (non-member) scanned and saved onto a CD. The fee for electronic transmission of the image will be \$2.50 for members and \$5 for non-members.

Any requests for photographs of objects not previously existing will result in an additional \$5.00 charge.

Reproduction Rights: Reproduction fees are normally waived for non-profit organizations. Permission must be obtained in writing to publish any images from the collections or of museum artifacts. If you intend to publish, please complete a permission to publish form. The South Carolina Confederate Relic Room and Military Museum reserves the right to limit access to any photographing or reproducing of its collection.

Non-Profit Researchers Fee Per Image/Document: \$25 (one time use)

Publishing Companies and Commercial Ventures:

Black & White \$50.00 per image (one time use only)
Color \$100.00 per image (one time use only)

Video Film \$250.00 per 15 minute segment (one time use only)

Re-use of an image in new editions or additional publications: \$50.00

For the reproduction of an object in the museum's collection (for multiple reproductions/profit):

Fees charged via contract with museum

The museum requires anyone reproducing objects from the museum's collections To do the following:

- 1) Obtain permission to reproduce and negotiate contract with museum.
- 2) Provide the museum a reproduction free of charge (study collection).
- 3) Mark their reproduction(s) in a way that indicates it is a reproduction.

Required Credit Line: Courtesy South Carolina Confederate Relic Room and Military Museum, Columbia, S.C.

Research requests will be completed within a 2-4 week time span depending on availability of images requested and staff/volunteer time.

*A separate fee schedule is available for research associated with the McRae Collection

Permission to Publish Images/Reproduce Artifacts

Name:				
Company Name:				
Mailing Address:				
Email Address:				
Phone:	Fax Number:			
Requested Documents, Photographs, or Objects:				
To be published in the following (include project	eted date):			
Or, to be reproduced for the following:				
One Time Only Use: To the extent that the SC publish/use images/documents one time only in purposes other than private study and research a Room & Military Museum 301 Gervais St. Colu-Signing below means you have read and agree to	the work described above gain, submit a written requimbia, SC 29201. You man the museum's terms, con	s. Should you nest for permy also fax you ditions, and	u wish to use this material for hission to SC Confederate Relic our request to 803.737.8099.	
I agree to all conditions and to pay all fees as the restrictions involved in the publication of this/th		sponsibility i	n regard to copyright and other	
Signed:	Date:_		Phone:	
Print Name:	Address:			
Signed: (museum representative)	Date	:		
	For Museum Use Only	7. 66 1		
Approved Denied	FeesS	statt initials_		